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سلسلة كتب الأستاذ

Final Revision

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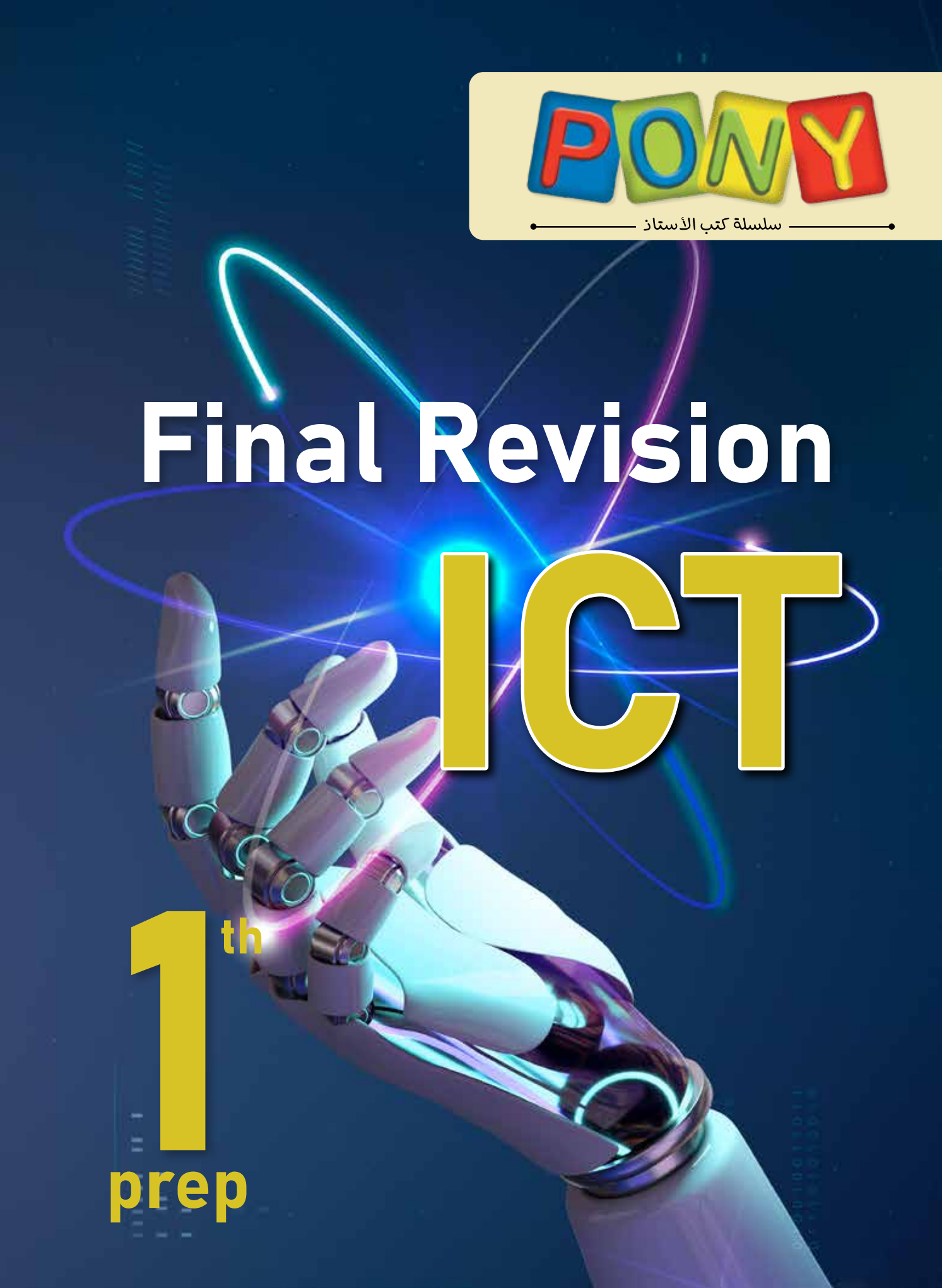

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Summary 1 Final Revision

Lesson 1 Green Technology

Definitions:

- **Green Technology:** Also known as **sustainable technology** or **clean technology**
  - It is based on technological tools that protect the environment and optimize the use of its resources.

Key Points:

- **Electric Vehicles in Egypt:**
  - **Aim:** Reduce harmful emissions and fuel consumption.
  - **Operation:** Use batteries and charging stations.

- **Fields of Green Technology:**
  1. **Renewable Energy:**
     - **Solar Energy:** generate electricity from sunlight via solar panels.
     - **Wind Power:** generate electricity from wind via turbines.
     - **Hydropower:** generate electricity from water movement via dams.
     - **Geothermal Energy:** generate electricity from Earth's internal heat.
     - **Bioenergy:** generate energy from organic materials like soybeans and corn.
  2. **Energy Consumption Rationalization:**
     - **Green Building:** uses eco-friendly, energy-efficient materials, improved ventilation, and insulation.
     - **Energy-efficient Appliances:** high-efficiency computers and devices
     - **Smart Transportation:** using electric vehicles to enhance energy efficiency.

3 **Waste Recycling:**

- **Material Recycling:** paper, plastic, and metals into new products
- **Transforming Organic Waste:** into compost to enhance soil fertility
- **Waste Reduction:** by reusing and repairing products

4 **Water Treatment:**

- **Purification:** making contaminated to be reused or drunk
- **Efficient Irrigation:** smart systems like drip irrigation
- **Water-saving Devices:** repairing water leaks

Benefits of Green Technology:

1 **Environmental Preservation:**

- Reduces carbon dioxide emissions and global warming.
- Promotes alternatives like electric cars to lower pollution.

2 **Resource Conservation:**

- **Water and Electricity Optimization:**
  - **Body Sensors:** control water flow and optimize electricity usage.
  - **Solar Energy:** photovoltaic panels convert solar energy to electricity.

Sensor Usages

- Temperature Regulation
- Lighting Control
- Fire Smoke Detection

Lesson 2 Digital Transformation and Its Importance in Our Daily Lives

Definitions:

Digital Transformation: the combination of digital technology into all business aspects to enhance work-flow efficiency, lower costs, and innovate products and services.

Key Points:

Importance of Digital Transformation:

1. Enhancing efficiency and productivity
2. Quality enhancement
3. Enhancing sales and revenue
4. Enhancing innovation and creativity
5. Sustaining competitiveness
6. Enhancing decision-making
7. Minimizing energy and resource consumption
8. Creating new employment opportunities-

Digital transformation: is a national project that links all government agencies through an information environment, and citizens can obtain all their services through the internet.

Tools Used in Digital Transformation:

- **Work-flow Management Tools:** enhance efficiency of repetitive tasks (e.g., "Digital Egypt" platform).
- **Electronic Payment Methods:** convenient, fast, and secure payment options (e.g., electronic payment cards, INSTAPAY application)
- **Collaboration and Communication Tools:** enables face-to-face communication with others (e.g., video conferencing apps like Zoom & Google Meet).
- E-learning resources
- AI and machine learning
- Cloud computing
- Cybersecurity solutions
  - **Note:** an email address is required to access any digital services or products.

» **Green technology and digital transformation are closely related and contribute to achieving common goals, such as:**

1. Enhancing resource utilization efficiency
2. Reducing harmful emissions
3. Supporting sustainability

Examples of integration between green technology and digital transformation applications:

- Smart Energy Grids
- Precision Farming
- Smart Buildings
- Smart Transportation
- Smart Cities

Benefits of Integration between green technology and digital transformation applications:

- Speeding up the process of the digital transformation
- Enhancing the efficiency of green technology
- Creating new employment opportunities
- Improving the quality of life

Lesson 3 Operating Systems

Definitions:

» **Operating System (OS):** an interface between the user, hardware, and software. It manages hardware components, runs software, and helps users accomplish tasks smoothly.

Key Points:

1. **Personal Computers (PCs):**
   - **Operating Systems:** Microsoft Windows, macOS, Linux distributions

2. **Mobile Devices:**
   - **Operating Systems:** Apple's iOS, Google's Android, alternative mobile OS

3. **Servers:**
   - **Operating Systems:** Linux distributions, Microsoft Windows Server, specialized server OS
4. **Gaming Consoles:**
   - **Operating Systems:** Exclusive OS for Play-station, Xbox, Nintendo Switch
5. **Smart TVs:**
   - **Operating Systems:** Android TV, Tizen, webOS, others
6. **Wearable Devices:**
   - **Operating Systems:** Tailored OS for smart-watches, fitness trackers

7. **Network Devices:**
   - **Operating Systems:** Used in routers, switches for network management and security
8. **Automotive Systems:**
   - **Operating Systems:** Used in modern cars and vehicles to control various functions such as infotainment, navigation.

9. **Embedded Systems:**
   - **Operating Systems:** Used in Automated Teller Machine (ATM) and Point of Sale Terminal.

10. **Industrial Control Systems (ICS):**
    - **Functions:** Control and monitor industrial processes, increase productivity, improve product quality, and ensure health and operational safety.
    - **Applications:** Used in sectors like energy, transportation, food production, petrochemicals, electronics, and medical industries.

OS Startup Screen (Desktop):

- **Icons:** Symbols representing software and system settings, arranged over a background image or color.
- **Bars:** Contain icons for installed software and system settings (e.g., date, time, sound, network).
- **Note:** The startup screen varies for different operating systems and versions.

Lesson 4 Installation and Removal of Software and Digital Peripherals

1 From a CD or DVD:

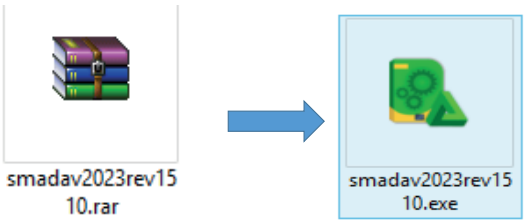
- Insert the disc into the drive.
- Click Run SETUP.EXE.
- AutoPlay dialog box appears.
- Follow instructions.

2 From an Internet-Downloaded File:

- Access the downloaded file via "This PC" icon.
- Double-click the file to start the installer.
- If compressed, unzip before accessing SETUP.EXE.

3 From a Compressed File:

- Extract the compressed files.
- Double-click the installation file.
- Follow the software's installation instructions.



Removing or Uninstalling Software:

- **Uninstalling program:** Delete all program files from your device.
- Removing unused programs saves disk space and improves device performance.

1. Program has its own Uninstallation Command.

2. Using Control Panel:

(A) Access Control Panel. (B) Click "Uninstall a program".

(C) Select the program and click Uninstall.

Setting Up and Configuring Hardware:

– Plug and Play Device Installation

1. OS Includes the Driver: OS Installs the driver automatically.
2. OS Does Not Include a Driver: OS runs a wizard program to find the driver.

Installing a Printer:

1. **Local Printer (Plug and Play):** installed automatically.
2. **Non-Plug and Play Printer:**

Control Panel ⇨ Hardware and Sound ⇨ Devices and Printers. ⇨ Click "Add a printer".

⇨ Select "Add a local printer or network printer.

⇨ Choose the correct port (LPT1 for older, USB for modern printers).

– If you don't find the driver you need: Click Have Disk.

– Click Windows Update to update the list of printers.

– Give a name to the printer.

– Print a test page to ensure proper installation.

Lesson 5 Electronic Mail (Email)

Definitions:

Email: a digital communication system used to send and receive messages over the Internet. It is an indirect communication tool, a cloud computing tool used to share texts, files, images, and other information.

Key Points:

Components of an Email Address:

1 User name 2 @ Symbol 3 Domain name

Advantages of Using Email:

- Speed
- Ease
- Free cost in most cases.
- Diversity
- Reliability
- Digital services

Drawbacks of Using Email:

- Hacking
- Spam
- Fraud
- Viruses
- Privacy

Providers of Email Services:

- Gmail
- Yahoo email
- Hotmail/Outlook

Creating an Email on Google:

- You need Google Account to access Gmail and other Google services such as:Google Meet, Google Docs, Google Drive, YouTube.

Sign Out of Gmail:

- Click and choose 'Sign out'

Lesson 6 Cloud Computing

Definitions:

Cloud Computing: a model for providing digital services over the Internet, such as:

- **Cloud Storage:** storing files and folders online
- **Software Service:** making applications available online
- **Resource Sharing:** sharing and exchanging files over the internet

Key Points:

Benefits of Cloud Computing:

1 **Ease of Access:** services available without high-spec hardware.

2 **Service Availability:** access data, files, and applications from anywhere with the internet.

3. **Reducing material costs:** no need for software licenses, no need for high-spec hardware

Areas of Using Cloud Computing in Daily Life:

1. **Communication:**
   - **Email:** Gmail, Outlook, Yahoo Mail
   - **Social Networking:** Facebook, Twitter, Instagram
   - **Messaging Services:** WhatsApp, Telegram
2. **Computer Storage:**
   - **File Storage:** Google Drive, OneDrive
   - **Data Backup:** Cloud backup services
3. **Producing Projects:**
   - **Word Processing:** Google Docs, Microsoft Word Online
   - **Spreadsheets:** Google Sheets, Microsoft Excel Online
4. **Education:**
   - **E-learning Platforms:** Ministry of Education platform
   - **Collaboration Tools:** Google Classroom, Microsoft Teams
5. **Entertainment:**
   - **Video Streaming:** YouTube
   - **Video Games:** Online cloud platforms
   - **Music Services:** Cloud music services
6. **Other Areas:**
   - **Online Shopping:** E-commerce sites
   - **Online Banking:**used for money transfer, bill payments
   - **Healthcare Services:** Storing medical records

Data Processing and Storage in Cloud Computing:

1. Data Collection
2. **Data Transfer:** To cloud data centers
3. Data Processing
4. Data Storage
5. Data Management
6. Data Access

Requirements to Obtain Cloud Computing Services:

1. Computer or Mobile Phone
2. Internet Browser or Application
3. Internet Connection
4. Account with a Cloud Service Provider

Famous Cloud Computing Service Providers

- Amazon Web Services (aws)
- Microsoft Azure
- Google Cloud Platform

Lesson 7 Google Meet and Project Management

Definitions:

Google Meet: a video conferencing service developed by Google that enables users to conduct group video calls, share screens, chat, collaborate in real time, and work together on joint projects.

Key Points:

You can access Google Meet:

- **From PC:** via the link https://meet.google.com
- **From mobile:** Download the "Google Meet" app from the Google Play Store.

Creating a Meeting:

- **Instant Meeting:** Click "New meeting" > "Start an instant meeting".
- **Scheduled Meeting:** Click "Create a meeting for a later time".
- **Joining a Meeting:** Click the meeting link and wait for the organizer's approval.
- **During a Meeting:**
- Turn off the microphone when not speaking.
- Raise your hand when you want to speak.
- Use the "In call messages" icon to send messages to participants.

– Click the "Share Screen" icon to share your screen with participants.

– **To Stop Sharing:** Click "Stop Sharing" in the Google Meet window.

Lesson 8 Database Design

Definitions:

- **Databases:** a collection of data and information organized and linked to each other, similar to a library but for data. Used to store and retrieve information easily and efficiently.
- **Big Data:** very large and diverse sets of structured, unstructured, and semi-structured data that continue to grow significantly over time.
- **Spreadsheet Concept:** the basic element in building databases and is the only source of data within the database, it consists of rows (records) and columns (fields).
- **Microsoft Access** it is one of the applications used to create databases. It builds a real database, where you can build a complex structure for data and manage it more efficiently.
- **Primary Key:** a field in a database used to uniquely identify each record in a table.

Key Points:

- **Importance of Databases:**
  1. **Schools:** Saving students' information
  2. **Hospitals:** Saving medical records
  3. **Stores:** Tracking inventory
- **Advantages of Using Databases:**
  1. Organization
  2. Efficiency
  3. Accuracy
  4. Security
  5. Sharing

Uses of Databases:

1. Websites
2. Data Analysis
3. Scientific Research
4. Business Applications

- Programs like Word and Excel can create spreadsheets, but for complex data, use dedicated database applications like Microsoft Access.

When do we use Microsoft Access ?

- Large Amount of Complex Data
- Creating Relations Between Data
- Custom Applications for Data Management
- Higher Data Security

Steps to Create a Database in Access:

1. Open Access App
2. Choose Blank Desktop Database
3. Name the Database: "Student Results"
4. Click Create

- **Note:** the primary key value is never repeated within the same table, for example: "id" field in the "Student Grades" table.

Lesson 9 Forms and Queries

Definitions:

- **Form:** a graphical interface designed to interact with data stored in a database. It displays specific information from the database and allows users to enter, modify, or delete information in an organized and convenient way.
- **Query:** a tool used to obtain data from a database based on specific criteria or conditions.

Key Points:

Creating a Form:

1. **Select Table:** click on "Student Grades" in the Navigation Pane.
2. **Create Tab:** choose "Create" > "Form".
3. **Layout View:** displays data for each student record individually.
4. **Navigation:** use icons to move between records.
5. **Data Entry:** forms can be used to enter and modify data in the table.

Creating a Query:

1. **Query Design:** choose "Create" > "Query Design".
2. **Select Table:** add "Student Grades" as the data source.
3. **Design Grid:** drag and drop fields to the design grid.
4. **Execute Query:** click "Run" to display the query result.
5. **Modify Query:** delete unnecessary fields to refine the query.
6. **Save Query:** name it, e.g., "Student Arabic Grades".

Hiding Fields in Query Results:

1. **Design View:** open the query in Design View.
2. **Uncheck Show:** uncheck the checkbox in the "Show" row for fields you want to hide.
3. **Run Query:** click "Run" to see the updated results without the hidden fields.

Adding Criteria to a Query:

1. **Design View:** open the query in Design View.
2. **Enter Criteria:** type the criteria in the Criteria row for the relevant field.
   - **Example:** To show only the record for student "Yasmin", type ="Yasmin" in the "Student Name" column.
3. **Execute Query:** click "Run" to display records that meet the criteria.

Questions 2 Final Revision

1 محافظة القاهرة - إدارة المطرية التعليمية 2025

1 Put a sign (✓) or a sign (✗) in front of each of the following statements:

1. One of the advantages of email is the speed of sending and receiving messages. ( )
2. Databases are difficult to use for data analysis. ( )
3. Routers are network devices that require an operating system to function. ( )
4. When downloading a program from the Internet, you should raise your hand when speaking. ( )
5. During a Google Meet, you should mute the mic when not speaking. ( )
6. Cloud computing is a model for delivering digital services. ( )
7. Green technology and digital transformation help reduce environmental pollution. ( )
8. Electric cars are a form of green technology. ( )

2 Choose the correct answer:

1. ..... is a feature of cloud storage to protect data from loss in case of device damage.
   a. File sharing b. Live streaming c. Backup d. Installing
2. ..... unused programs frees up disk space.
   a. Downloading b. Removing
   c. Both a and b d. None of them
3. Email service providers include .....
   a. Gmail b. Yahoo
   c. Google Chrome d. both a and b

4 The primary key is a field in a database table that uniquely identifies each .....

a. Field b. Data c. Record d. Cell

5 When the mark ..... is removed, it means hiding the field in the query result.

a. ✓ b. ↑ c. ✗ d. /

6 Data can be entered into a database using a table or ..... .

a. Student grades b. Data c. Form d. Query

7 The operating system runs all software with ..... .

a. Difficulty b. Ease c. Slowness d. Ranomness

8 To install a printer that does not support plug-and-play, we open ..... .

a. Settings b. Control Panel c. Documents d. Youtube

3 Complete the following statements using guiding words:

(Instapay - Smart TVs - @ - Icons - Create - Cloud computing - Access - Sensors)

1 The ..... program is used when you have large amounts of complex data.

2 The startup screen of the operating system includes a set of symbols called ..... .

3 Click on ..... to create a table in the database.

4 ..... is one of the electronic payment tools.

5 Android TV operating systems are used with ..... devices.

6 Internet is one of the requirements for ..... .

7 The ..... symbol separates the username and domain name in email addresses.

8 ..... devices are used to conserve water and electricity.

2 محافظة القاهرة - إدارة المرج التعليمية 2025

1 Put a (✓) or (✗) next to the following statements:

1. Programs cannot be installed using a DVD. ( )
2. Servers use operating systems such as Linux. ( )
3. A database is a collection of organized and linked data. ( )
4. Cloud computing is a model for providing digital services via computers. ( )

2 Choose the correct answer from the options provided:

1. ..... consists of rows and columns.
   a. Table b. Record c. Field d. Cell
2. The Android operating system was developed by.....
   a. Apple b. Google c. Amazon d. Microsoft
3. To log out, you click .....
   a. Save b. Sign In c. Sign Out d. Sign up
4. ..... Is used to make calls and video conferences.
   a. Google Meet b. Excel c. Word d. None of them

3 Complete the following with the appropriate words from the brackets:

(Email – Digital Transformation – Green Technology – Operating System)

1. ..... Is called clean and sustainable technology.
2. ..... is sending and receiving messages over the internet.
3. ..... is responsible for managing the hardware components.
4. ..... refers to the combination of digital technology into all aspects of work.

3 محافظة القليوبية 2025

1 Correct the underlined word:

1. You must have a Yahoo account in order to use the Google Meet service.
2. We can use cloud spreadsheets like Google Docs.
3. Android is from email service providers.
4. The file you downloaded may be compressed, therefore, to work with it, you must first remove it.

2 Write the scientific term:

1. It is the operating systems used in ATMs and POS Terminals. (.....)
2. It is a mobile application used in electronic payment. (.....)
3. It is the only source of data in the database and a basic element in database. (.....)
4. When to stop speaking in a Google meeting, you should turn off this device. (.....)

3 Put (✓) Or (✗):

1. Sharing information is one of the disadvantages of using email. ( )
2. Each column represents a specific field of data in the data table. ( )
3. Mobile devices cannot access "Digital Egypt" platform. ( )
4. Installing any program requires the operating system's permission. ( )

4 محافظة الدقهلية نموذج (A) 2025

1 Put a tick (✓) before the right phrases and (✗) before the wrong ones:

1. The operating system helps you uninstall the program. ( )
2. Green technology does not help accelerate the digital transformation process. ( )
3. Smart TVs run on operating systems such as Android TV and Tizen. ( )
4. Removing unused programs slows down your computer. ( )

2 Choose the correct answer, which between parentheses:

1. In data table each ..... represents a single record of data.
   a. row b. column c. cell d. file
2. We specify the data type of the grade fields to ..... to perform calculations on them.
   a. Date b. Text c. Word d. Number
3. To design graphical interface to interact with data stored in database we use .....
   a. Forms b. Queries c. Tables d. Reports
4. You should use the program ..... if you have a large amount of complex data.
   a. Excel b. Access c. Word d. Paint

3 Complete by using words between brackets:

(E-mail - Solar energy - Google Meet - Points of sale)

1. ..... is a video conferencing service.
2. Communication is one of the fields of use of cloud computing in daily life, and is done through ..... .
3. ..... terminals are electronic device that enable customers to pay for products they purchased.
4. Examples of renewable sources is ..... .

5 محافظة البحيرة - إدارة إيتاي البارود التعليمية 2025

1 Put a sign (✓) or (✗) in front of the following phrases:

1. The concept of green buildings is attributed to institutions that optimize their resource consumption. ( )
2. Digital transformation decreases the effectiveness of business transactions. ( )
3. Desktop computers utilize operating systems like Microsoft Windows. ( )
4. Removing unused programs increases the storage space on the disk. ( )
5. The symbol @ separates the user name from the domain name. ( )
6. To access Google meet, you must have Microsoft account. ( )
7. A spreadsheet is the only source of data within a database. ( )
8. The Query design view window is divided into three parts. ( )

2 Choose the correct answer as follows:

1. ..... is a graphical interface designed specifically to interact with stored in the database.
   a. folder b. form c. graph d. presentation
2. "Google meet" is primarily used for ..... .
   a. gaming b. video conferencing
   c. shopping d. music streaming
3. A database is a collection of ..... .
   a. book b. data & information
   c. image d. applications
4. To invite others to a Google meet meeting, you must send them .....
   a. the meeting address b. the meeting link
   c. the meeting image d. your home address

5 We use cloud collaboration tools such as ..... .

a. Google Docs
b. Google sheets
c. Google classroom
d. Google cloud platform

6 To get one of the Gmail services, you must create ..... .

a. text file
b. Google account
c. Google meet
d. presentation file

7 To install a new peripheral device, it is required to provide ..... .

a. information & data
b. drivers
c. folder
d. image

8 ..... is an electronic device through which the customer can pay for the products he has purchased.

a. POS Terminal
b. ATM
c. industrial control system
d. smart watch

3 Complete the following Sentence from the list:

(Uninstalling a program – database – digital transformation – green building – operating system – Query design – primary key – in call message – cloud backup services – cloud music)

1 The design and construction of buildings using con-friendly, energy efficient material is called ..... .

2 ..... involves integrating digital technology to enhance workflow, lower costs, and innovate products.

3 ..... is an interface between the use, hardware and software.

4 ..... deletes all the files of the program from your computer uninstalling a program.

5 We use ..... to protect our data from loss in case any damage happening to our devices.

6 You can communicate with attendees by clicking the ..... .

7 The value of the ..... in database is never repeated with in the same table.

8 ..... in access provides greater control over query details.

6 محافظة الدقهلية - إدارة دكرنس التعليمية 2025

1 Complete the following sentences:

1. To access google meet application you must have ..... .
2. ..... is the basic element in building database.
3. We use cloud computing in the field of education through ..... app.
4. ..... is unique and distinctive name in email that is not reserved by anyone else.
5. Creating a form in MS Access from ..... tab choose form.
6. Electric cars used ..... instead of fuel.

2 Put a tick(✓) before the right phrases and (✗) before the wrong ones:

1. The idea of sensor in water taps depends only on stopping the water automatically. ( )
2. User name is the email server that hosts the email account where your email are stored. ( )
3. The digital Egypt platform helps to access government service easily. ( )
4. The value of primary key in database never repeated within the same table. ( )
5. Solar panels uses dams To generate electricity. ( )
6. Urban and webOS are examples for smart cell phone. ( )

3 Choose the correct answer between brackets:

1. ..... is an electronic device through which the customer can pay for the product he has purchased.

a. POS b. ICS c. ATM d. instapay

2 Removing a program means that you are ..... the computer.

a. Copying all the program files to

b. Deleting all the program files from

c. Saving all the program files from

d. Installing new files to

3 To enter and view the table data in MS Access from ..... .

a. Data sheet view

b. Design view

c. Table design

d. None of them

4 In the printer installation process select the correct ..... .

a. Port

b. Color

c. Paper size

d. Brightness

5 MS ..... used to create a simple table.

a. Excel

b. Access

c. Word

d. Paint

6 Signing out of the Gmail is done by clicking on ..... icon.

a. Profile

b. Inbox

c. Setting

d. Compose

3 Write the scientific term:

1 It is the tool used to obtain data from the data base according to specific criteria or condition. ( )

2 It is an electronic payment system application licensed by the Central Bank of Egypt. ( )

3 It is a model for providing digital services on the Internet like storage and software services. ( )

7 دمياط الجديدة 2025

1 Put a tick(✓) before the right phrases and (✗) before the wrong ones:

1. To uninstall the program, use the Control Panel. ( )
2. We use the form to enter, modify or delete this information in an organized and convenient way. ( )
3. Examples of green technology and digital transformation applications together are smart cities. ( )
4. Green technology tools contribute to the escalation of environmental pollution due to their utilization. ( )
5. Smart TVs operate on platforms like Android TV and Tizen. ( )
6. A data table is the only source of data within a database. ( )

2 Complete the following sentences:

1. To log out of your Gmail account, click on the ..... icon.
2. ..... is one of the renewable energy sources.
3. ..... is a digital communication system used to send and receive messages between users over the Internet.
4. ..... a collection of data and information organized and linked to each other is used to store and retrieve information easily and efficiently.
5. ..... is responsible for managing the hardware components, running all software and helping the user accomplish their various tasks on the computer easily and smoothly.
6. ..... is a graphical interface designed to interact with data stored in the database.

3 Choose the correct answers:

1 In the data table, each ..... represents one record of data.

a. row
b. column
c. cell
d. file

2 From email service providers ..... .

a. Gmail
b. Paint
c. Google Docs
d. YouTube

3 When you download software from the Internet, the software is in the form of a/an ..... which is used to install the software.

a. digital fingerprint
b. file
c. image
d. worksheet

4 Electronic payment applications can be used within the app ..... .

a. INSTAPAY
b. Google Meet
c. WhatsApp
d. Email

5 The "Google Meet" application is considered one of the ways of ..... communication.

a. Indirect
b. Direct
c. Slow
d. Difficult

6 Servers use operating systems like ..... .

a. Android
b. Tizen
c. Linux
d. macOS

8 محافظة البحيرة - إدارة بندر دمنهور التعليمية 2025

1 Put a tick (✓) before the right phrases and (✗) before the wrong ones:

1. We use the form to enter, modify or delete table data in an organized and convenient way. ( )
2. From electronic payment applications (E-MAIL) ( )
3. The query design window is divided into two parts, the lower part contains the data source table. ( )
4. The data table is a non-basic element in building databases. ( )
5. A concept of green buildings is given to institutions that can rationalize the consumption of their resources. ( )
6. The physical components of the computer are managed through a word processing program. ( )
7. The "Google Meet" application is one of the methods of direct communication. ( )
8. The operating system does not help you uninstall the program. ( )

2 Choose the correct answer from the brackets:

1. The most important uses of email ..... .
   a. scanning papers b. sharing information
   c. cyberbullying d. deleting files on your device
2. Servers use operating systems such as ..... .
   a. macOS b. Linux c.Tizen d. Android.
3. Through ..... you can make group calls, video, share screens, and chat.
   a. Google Drive b. Google Meet
   c.Google Account d. Google Docs

4 We specify the type of statement of grade fields of type ..... to perform a calculation on them.

a. Word b. Number c. Text d. Date

5 In the Data Table, each ..... represents one record of data.

a. Row b. Column c. Cell b. File

6 You must use the program ..... if you have a large amount of complex data.

a. Access b. Paint c. Word d. Excel

7 To sign out of your Gmail account we click on ..... .

a. Create b. Sign in c. Sign out d. Sign up

8 Devices ..... are network equipment that need an operating system to operate.

a. Smart TV b. Printing c. Smart Watches d. Routing

3 Complete the following sentences with the appropriate word from the following:

(Create a meeting for a later - Google Cloud Platform - Interviews - Google Sheets - Cloud storage - Reducing damage to the surrounding environment - Databases - Forms)

1 Green technology and digital transformation tools work to ..... .

2 ..... A graphical interface designed to interact with data stored in a database.

3 ..... A reliable source to refer to for information gathering.

4 One of the most famous cloud computing service providers ..... .

5 File storage, sharing and access services anytime, anywhere, called ... .

6 To create a meeting next week through "Google Meet", choose ..... .

7 ..... it is a set of data and information that are organized and linked together.

8 We use cloud spreadsheets like ..... s.

9 الأزهر الشريف 2025

1 Choose the correct answer for each of the following statements:

1 ..... is a video conference application through the internet.

a. Zoom
b. VLC Media Player
c. Audacity
d. Solid Works

2 Smartphones and tablets rely on operating systems such as: ..... .

a. Linux
b. DOS
c. Android
d. Windows Server

3 It is a unique and distinctive part found at the beginning of an email address. .....

a. Username
b. Server name
c. Domain name
d. The "@" symbol

4 Google provide free email service through ..... .

a. YouTube
b. Gmail
c. Drive
d. Windows

5 The operating system installs a special program called ..... for the connected device to communicate with and understand it.

a. Data
b. Driver
c. folders
d. Photo

6 ..... is a service allows users to make group video calls.

a. Google Maps
b. Google Docs
c. Google Meet
d. Google Sheets

7 ..... is a field in a database table that uniquely identifies each record in that table and does not repeat.

a. Form
b. Query
c. Primary Key
d. Report

8 ..... are tools used to obtain data from the database according to specific criteria.

a. Forms
b. Records
c. Fields
d. Queries

2 Put a (✓) next to the correct statement and an (✗) next to the incorrect one:

1. Online banking services are used to transfer money and pay bills. ( )
2. Removing unused programs decreases disk storage space. ( )
3. Databases are a collection of data and information unlinked to each other. ( )
4. The Google Meet app can be downloaded for Android devices from the Google Play Store. ( )

3 Complete the following statements with suitable words from the given below:

(Instant Messaging – Desktop – Data Transfer – INSTAPAY – Email – Smart Transportation)

1. ..... is the opening screen of the operating system and includes a set of symbols called icons.
2. The use of electric vehicles to improve energy efficiency in the transportation sector is called ..... .
3. ..... is one of the indirect communication methods and the most commonly used around the world.
4. ..... is a licensed electronic payment application approved by the Central Bank of Egypt.

10 محافظة سوهاج - إدارة جرجا التعليمية 2025

1 Put Put a (✓) next to the correct statement and an (✗) next to the incorrect one:

1. Email can be hacked by hackers. ( )
2. The Digital Egypt platform does not help in accessing government services easily. ( )
3. Computer security and protection are among the functions of the operating system. ( )
4. Cloud computing is a model for providing digital services online. ( )
5. The primary key field is used to uniquely identify each record in the table. ( )

2 Choose the correct answer from the following:

1. Green technology is also called ..... technology.
   a. harm b. Traditional c. Sustainable d. Parallel
2. One of the advantages of email is ..... .
   a. Sending and receiving messages b. Viruses
   c. Scanning documents d. Fraud
3. To ask to speak in a Google Meet meeting, click on the icon.
   a. Share screen b. Raise hand c. Microphone d. Camera
4. ..... is a graphical interface designed to interact with data stored in a database.
   a. Table b. Form c. Big Data d. Word
5. If you download a compressed file, you must first ..... the file to be able to use it.
   a. unzip b. Install c. Download d. Save

3 Put the correct word in its proper place from the options below:

(Bibliotheca Alexandrina – Control – Digital Egypt Platform – Database – Desktop)

1. ..... is a collection of data and information organized and linked to each other.
2. ..... is the opening screen of the operating system.
3. The ..... panel is used to uninstall programs.
4. ..... is a governmental digital platform offering various electronic services to citizens.

Answers

1 محافظة القاهرة - إدارة المطرية التعليمية

1 1 ✓ 2 ✗ 3 ✓ 4 ✗
5 ✓ 6 ✓ 7 ✓ 8 ✓

2 1 c 2 b 3 d 4 c
5 a 6 c 7 b 8 b

3 1 Access 2 Icons
3 Create 4 INSTAPAY
5 Smart TVs 6 Cloud computing
7 @ 8 Sensors

2 محافظة القاهرة - إدارة المرج التعليمية

1 1 ✗ 2 ✓ 3 ✓ 4 ✗

2 1 a 2 b 3 c 4 a

3 1 Green Technology 2 Email
3 Operating System
4 Digital Transformation

3 محافظة القليوبية

1 1 Google 2 Sheets
3 Gmail 4 Extract (unzip)

2 1 Embedded systems
2 INSTAPAY 3 data table
4 microphone

3 1 ✗ 2 ✓ 3 ✗ 4 ✓

4 محافظة الدقهلية - نموذج A

1 1 ✓ 2 ✗ 3 ✓ 4 ✗

2 1 a 2 d 3 a 4 b

3 1 Google Meet
2 E-mail 3 Points of sale
4 Solar energy

5 محافظة البحيرة - إدارة إيتاي البارود التعليمية

1 1 ✓ 2 ✗ 3 ✓ 4 ✓
5 ✓ 6 ✗ 7 ✓ 8 ✗

2 1 b 2 b 3 b 4 b
5 c 6 b 7 b 8 a

3 1 green building
2 digital transformation
3 operating system
4 Uninstalling a program
5 cloud backup services
6 in call message
7 primary key 8 Query design

6 محافظة الدقهلية - إدارة دكرنس التعليمية

1 1 Google Account
2 Data table
3 E-learning platforms
4 Username 5 create
6 batteries

2 1 ✗ 2 ✗ 3 ✓
4 ✓ 5 ✗ 6 ✗

3 1 a 2 b 3 a
4 a 5 c 6 a

4
1 Query 2 INSTAPAY
3 Cloud computing

7 دماط الجديدة

1
1 ✓ 2 ✓ 3 ✓
4 ✗ 5 ✓ 6 ✓

2
1 profile picture
2 solar energy
3 Email 4 A database
5 The operating system
6 A form

3
1 a 2 a 3 b
4 a 5 b 6 c

2
1 b 2 b 3 a
4 c 5 a 6 b

3
1 Green Technology or Renewable energy
2 Sunlight 3 IOS 4 Sensors

8 محافظة البحيرة - إدارة بندر دمنهور التعليمية

1
1 ✓ 2 ✗ 3 ✗ 4 ✗
5 ✓ 6 ✗ 7 ✓ 8 ✗

2
1 b 2 b 3 b 4 b
5 a 6 a 7 c 8 d

3
1 Reducing damage to the surrounding environment
2 Forms 3 Interviews
4 Google Cloud Platform
5 Cloud storage
6 Create a meeting for a later
7 Databases 8 Google Sheets

9 الأزهر الشريف

1
1 a 2 c 3 a 4 b
5 b 6 c 7 c 8 d

2
1 ✓ 2 ✗ 3 ✗ 4 ✓

3
1 Desktop
2 Smart Transportation
3 Email 4 Instapay

10 محافظة سوهاج - إدارة جرجا التعليمية

1
1 ✓ 2 ✗ 3 ✓ 4 ✓ 5 ✓

2
1 c 2 a 3 b 4 b 5 a

3
1 Database 2 Desktop
3 Control
4 Digital Egypt Platform